

INFORMATION BULLETIN

WELFARE-TO-WORK

Number: WtWB02-16

Date: August 7, 2002
Expiration Date: 12/31/02
69:130:lh:6135

TO: WELFARE-TO-WORK COMMUNITY

SUBJECT: WtW CLOSEOUT REQUIREMENTS FOR SUBGRANTS ENDING ON OR BEFORE JUNE 30, 2002

The purpose of this information bulletin is to provide the Welfare-to-Work (WtW) closeout instructions and due dates for the submission of closeout documentation for WtW funds.

Closeout expenditures must be reported by Year of Allocation (YOA) and Grant Code (GC), e.g., 800 and 805, on separate WtW Summary of Expenditures reports. To better assist the expenditure reporting process, a list, which identifies the YOA and corresponding GCs, is provided below:

YOA	GC
97	800, 805, (806 – SJC Only)
99	807, 808

WtW Closeout reports must be submitted to the Financial Management Unit (FMU) within 60 days when either of the following occurs:

- Any line item within the subgrant/contract is fully spent and the term date has ended.
- A subgrant/contract has reached the end date of the agreement.

If the closeout represents only a “line item” within the subgrant/contract the two documents that must be submitted are:

- Closeout Status of Cash.
- Summary of WtW Expenditures report.

If the entire subgrant/contract is being completely closed out, refer to the WtW Directive WtWD02-3, *WtW Grant Program Closeout Guide*, dated March 8, 2002, for further instructions.

All closeout documents submitted must contain original signatures and be signed by the designated signatory authority approved to sign the subgrant/contract.

Subgrantees with access to the Job Training Automation (JTA) system are required to electronically transmit all **closeout** expenditure reports for the period ending June 30,

2002, by August 20, 2002. All subgrantees filing closeout reports electronically must mail their hard copy closeout packages to be delivered no later than August 30, 2002.

Those subgrantees without access to the JTA system, filing **closeout** reports due for the period ending June 30, 2002, must mail hard copies of their reports to substantiate all closeout entries, to the FMU, to be delivered no later than August 30, 2002. Please allow adequate time for mailing and processing of your documents.

Closeout documentation for WtW funding must be mailed to:

Attention: Martha Overman
Welfare-to-Work Closeout Desk
Financial Management Unit, MIC 69
Employment Development Department
P.O. Box 826880
Sacramento, CA 94280-0001

Questions with regard to reporting or closeout issues or this bulletin should be directed to Martha Overman at (916) 657-2744.

/S/ JOSE LUIS MARQUEZ
Acting Chief

Attachments are available on the Internet:

1. [Quarterly Expenditure Reporting Requirements](#) (PDF)
2. [WtW Grant Program Closeout Guide](#) (PDF)